

Saskatchewan Archives Board

ANNUAL REPORT

April 1, 2002 - March 31, 2003

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Letters of Transmittal

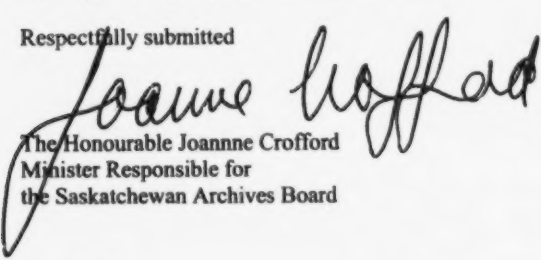
Letters of Transmittal

The Honourable Lynda Haverstock
Lieutenant Governor of Saskatchewan

Your Honour:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2002 to March 31, 2003.

Respectfully submitted



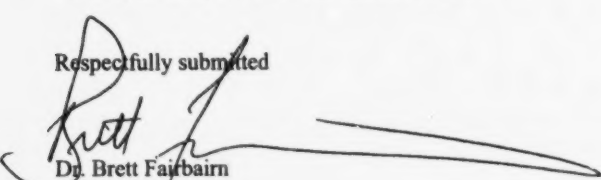
The Honourable Joanne Crofford
Minister Responsible for
the Saskatchewan Archives Board

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Madam:

I have the honour of submitting the annual report of the Saskatchewan Archives Board for the period April 1, 2002 to March 31, 2003.

Respectfully submitted



Dr. Brett Fairbairn
Chair
Saskatchewan Archives Board

2002/2003 Highlights

Highlights of the 2002/2003 fiscal year included:

- Continuation of the Backlog Project in adverse financial circumstances resulting in the arrangement and description of a very substantial volume of unprocessed records;
- Completion of a two-year revision of the Saskatchewan Administrative Records System (SARS);
- Completion of a number of major preservation management initiatives including the development of a Disaster Response Manual for the four Regina sites and the conservation protection of a variety of textual and special media records;
- Development and implementation of a centralized Citrix-based computer network;
- Hosting an open house, *Archives in Your Attic*, during Heritage Week in February 2003.

Archival Development in Saskatchewan

The Saskatchewan Archives was established under legislation in 1945 as a joint university-government agency. While *The Archives Act* was passed in that year, steps to care for public and private archives had begun much earlier. From as early as 1909, the Legislative Library had been collecting and preserving historical documents. In 1938 the University of Saskatchewan and the Government of Saskatchewan officially joined forces to transfer government records to the newly-created Historical Public Records Office located on the university campus. Despite these efforts, there was no systematic or comprehensive approach to records keeping as the government of the day largely determined what records should be preserved and what should be destroyed. Invariably, documents and records were destroyed or lost.

To correct this situation, the newly elected Douglas government set out a public records policy under *The Archives Act*. It expanded archives activity beyond its primary responsibility for the official records of the Government of Saskatchewan to include acquisitions of documentary material from local government and those private sources having a bearing on the history of Saskatchewan. Saskatchewan's archival legislation was largely based upon the following principles:

- That it was important to document the lives of ordinary Saskatchewan people as well as those of the political, social and economic elite;
- That all points of view regardless of affiliation or persuasion must be respected and documented;
- That politics must be removed from the appraisal, selection and access process; and
- That only through the regular scheduling, acquisition, preservation and access of the official records could the Government of Saskatchewan and its civil service demonstrate how they had fulfilled the public trust.

Over the past 50 years, this wide-ranging mandate has allowed the Saskatchewan Archives to build up one of the most comprehensive provincial archival collections in all of Canada.

Role of the Saskatchewan Archives

The Saskatchewan Archives plays an important role in preserving the cultural resources of the province. It acquires and preserves records essential not just for self-knowledge, but also for the protection of our rights, individually and collectively. For reasons of economy and efficiency, the Saskatchewan Archives provides government-wide information and records management for the Government of Saskatchewan. Through acquisition, preservation and provision of access to official records the Saskatchewan Archives enables the Government of Saskatchewan to fulfil its public trust. It also plays a leadership role within Saskatchewan's fledgling archival community.

Vision, Mission and the Constitutive Values of the Saskatchewan Archives

Vision

The vision of the Saskatchewan Archives is to facilitate for all levels of government, and society in general, the identification, public access and preservation of the Provinces documentary heritage. This vision is rooted in a far-reaching community approach that advances shared responsibility, co-operation and equitable access. The Saskatchewan Archives recognizes that individual and collective rights, as well as cultural identity are supported through an informed dialogue with the past.

We envision a future in which:

- The documentary records of the province are efficiently managed and made available to all interested individuals and organizations;
- Records that document government, institutions, organizations, societies and individuals are preserved;
- The collective identity of Saskatchewan people, as documented through public and associational life, artistic and cultural activities, is preserved, as well as the diversity of the contributions of the First Nations and the many different ethnocultural groups who have chosen Saskatchewan as their home.

Mission

The Saskatchewan Archives serves as a flagship of the archival network in Saskatchewan, diligently working with its partners to preserve the collective memory of the province.

The mandate of the Saskatchewan Archives is to select, acquire, preserve, arrange and describe, make accessible and to encourage the use of documentary records in all media, from official and private sources, bearing on all aspects of the history of Saskatchewan, and to facilitate the management of the records of government institutions.

Archives, as institutions, reflect times past, examine the present and look to the future. Therefore, the mission of the Saskatchewan Archives is to:

- Ensure that the essential public records of Saskatchewan are preserved;
- Ensure continuing access to essential evidence that documents the rights of Saskatchewan people, the actions of government officials and elected representatives, the Saskatchewan experience;

- Preserve the public and private records that reflect the diversity of Saskatchewan's past;
- Be the central agency responsible for government records management, providing government with an effective and accountable management system responsive to the necessity for timely identification and disposition of records;
- Facilitate research and reference services to individuals and organizations, maximizing availability to sources through archival finding aids, consultations and guidance;
- Provide a leadership role in advising the provincial archival community in records management and preservation;
- Work in tandem with provincial and national cultural and heritage communities in the exchange of knowledge through professional and ethical approaches to our task;
- Conserve records in the most appropriate format for the retention of and access to the information contained therein.

Constitutive Values

The rights and responsibilities of a democratic society empower us to carry out our archival mission. In carrying it out we are guided by the following values:

- We value the responsibility we are given to serve the people and the Government of Saskatchewan and we dedicate our efforts to ensure that a knowledge of the province's past is preserved;
- We value the effective management of government records, and the contribution we make to that system;
- We value the historical records entrusted to our care;
- We value our relationship with the university community and its use of the record to contribute toward a better understanding of society and its efforts;
- We value the contribution of individuals, local history and heritage organizations in their efforts to document the past;
- We value the benefits of decentralized archival facilities to ensure that people from all parts of the province have access to our collections and services;
- We value the dedicated staff and their contributions to the development and delivery of archival services; and
- We value archives as a public good that must be accessible to all citizens.

Structure and Reporting Relationship

Unlike most other provincial archives across Canada which are part of line department, Saskatchewan's provincial archives is situated at arms-length from government, allowing it to exercise independent initiative, judgement and service in carrying out its mandate of appraisal, acquisition, preservation, access and facilitating the management of records of government institutions.

The Archives Act provides for a management board to oversee the activities of the Saskatchewan Archives. The board is responsible for:

- Appointing, reviewing and working with the Provincial Archivist;
- Setting broad policy objectives and guidelines;
- Ratifying specific management decisions;
- Preserving the autonomy and integrity of the institutions and its records; and representing the institution to government and the wider community.

As of April 1, 2002, the composition of the management board was as follows:

Dr. Brett Fairbairn, Professor of History and Director, Centre for the Study of Co-operatives (Chair);

Mr. Frank Winter, Director of Libraries, University of Saskatchewan (Vice Chair);

Ms. Gwen Charman, Director of Operations, Meewasin Valley Authority;

Mr. George Hoffman, Retired history and social studies teacher, and Sessional Lecturer, History Department, University of Regina;

Dr. William Howard, Professor of English, University of Regina;

Dr. Thomas Nesmith, Associate Dean, Faculty of Arts and Associate Professor of Archival Studies, University of Manitoba;

Ms. Gwenn Ronyk, Clerk of the Legislative Assembly.

Under the terms of the legislation, Mr. Frank Winter serves as representative of the University of Saskatchewan and Dr. William Howard as a representative of the University of Regina. The Provincial Archivist, Mr. Trevor Powell, is secretary of the board.

Being a corporate entity, the board reports directly to the Minister of Culture, Youth and Recreation. To conduct its operations, the Saskatchewan Archives relies on an annual grant voted under the Department of Culture, Youth and Recreation's Estimates. Space for the office and storage facilities is leased through the Saskatchewan Property Management Corporation. The University of Saskatchewan provides office and storage space without cost for the Saskatoon operation. It also provides accounting, out-of-scope payroll, and purchasing services at a nominal fee to the Archives. With the signing of a Collective Agreement, the handling of personnel matters for in-scope employees was transferred from the University Human Resource Department to the Human Resources Branch, Department of Finance. Effective January 1, 2003, Saskatchewan Finance undertook the provision of payroll services for in-scope staff.

Backlog Project Site Visit

On March 21st, 2003 the members of the Saskatchewan Archives Board visited the Backlog Project at 515 Henderson Drive in Regina viewing records arrangement and description activities and meeting and lunching with staff.

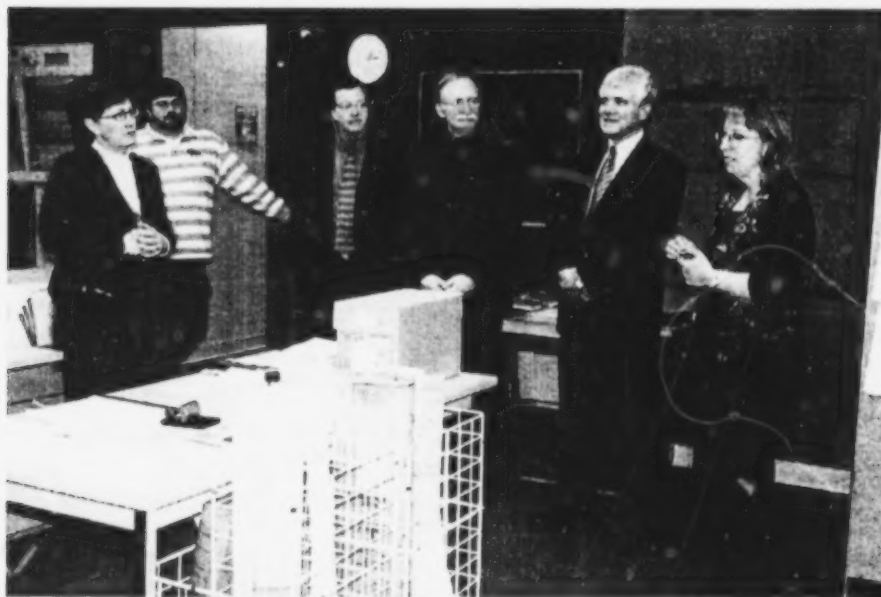


Fig. 1. Members of the Saskatchewan Archives Board visiting the Backlog Project on March 21st, 2003. Pictured from L. to R., Gwenn Ronyk, staff member Joe LeClair, Brett Fairbairn (Chair), Tom Nesmith, George Hoffman and Linda Putz (Project Manager).

Award of Queen's Jubilee Medal

In November of 2002 the Saskatchewan Archives Board announced the award of the Queen's Golden Jubilee Medal to Dr. Brett Fairbairn, Chairman, Saskatchewan Archives Board, board member Gwenn Ronyk and Provincial Archivist Trevor Powell.

These Golden Jubilee Medals were specially struck to commemorate the fiftieth anniversary of Her Majesty's reign as Queen of Canada and were awarded to Canadian citizens who have made an outstanding and exemplary contribution to the community or to Canada as a whole. The Medal is part of the Canadian Honours System established in 1967.

Dr. Fairbairn's Medal was presented by the Lieutenant Governor of Saskatchewan, Her Honour the Honourable Dr. Lynda M. Haverstock in Saskatoon on Wednesday, November 13, 2002, in recognition of his contributions to the Centre for the Study of Co-operatives and the Saskatchewan Archives Board.

Ms. Ronyk's Medal acknowledged her role as Clerk of the Saskatchewan Legislative Assembly.

Trevor Powell's award recognized his public and community service, long-term contributions to the Canadian and Saskatchewan archival communities and his leadership of the Saskatchewan Archives since his appointment as Provincial Archivist in 1986.

Ms. Ronyk's and Mr. Powell's Medals were presented in Regina on Friday, November 15, 2002 by the Lieutenant Governor of Saskatchewan.

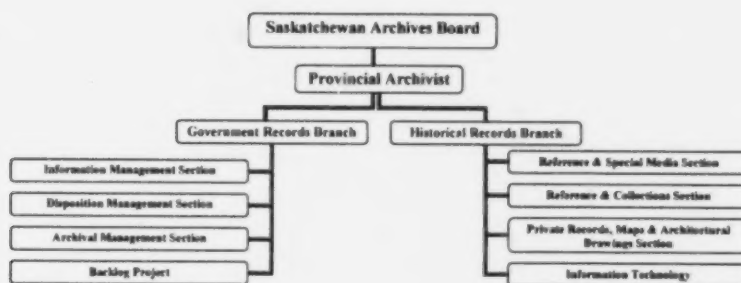
Organization

Organizationally the Saskatchewan Archives is divided into the Government Records Branch and the Historical Records Branch, both headed by Directors. Both senior managers report directly to the Provincial Archivist, Trevor Powell, in carrying out their duties and responsibilities. Don Herperger, the Director, Government Records Branch, in addition to program responsibilities, handles the administrative function of financial management. During 2002/2003, he was also responsible for overseeing the Backlog Project. D'Arcy Hande, the Director, Historical Records Branch, was also responsible for the implementation of descriptive standards across the institution.



Fig. 2. Trevor Powell, Provincial Archivist.

Organization Chart



Operating at a Reduced Level

In the 2001/2002 provincial budget, the Saskatchewan Archives received an additional \$1M per year for the next six years to reduce the extensive backlog of unprocessed public and private records in its holdings. The 2002/2003 provincial budget reduced the Saskatchewan Archives' budget by \$600,000. Treasury Board directed that the reduction be applied to the Backlog Project. Working with Culture, Youth and Recreation officials, management tried to get funding restored, but this request was subsequently turned down. In denying additional funding, Treasury Board reversed its original decision by directing the Saskatchewan Archives to put all its available surplus resources into supporting the Backlog Project.

As a result, the Saskatchewan Archives operated its core programs and the Backlog Project at a reduced level for all of the fiscal year. Through redirecting funds, using vacancy

management and receiving income from other sources, management was able to keep the backlog project and core program areas functioning at a reduced level. The Backlog Project was projected to operate at 70% complement through the rest of the fiscal year, but the gradual departure of staff in the ensuing months meant that level of activity could not be sustained. The Saskatchewan Archives was unable to fill six permanent positions within core program areas which hurt the agency and its clients by:

- Reducing the number of records disposal requests from government departments and agencies processed and thereby the volume of records which could be legally disposed of by 50%;
- Causing departments and agencies across government to maintain inactive records for longer periods of time than necessary;
- Reducing the volume of new records processed by core program areas by 50%; and
- Creating a new backlog of unprocessed records.

Developing an Independent City of Regina Archives

Under the terms of *The Archives Act*, the Board may enter into agreements with other parties for the provision of archival services. In 1985 the Saskatchewan Archives Board and the City of Regina entered into such a contract to provide archival services to the City including a two-person staff and storage of archival materials. This contract terminated on December 31, 2001. The City's archival records were removed from the board's premises in November of 2002, freeing up over 950 linear metres of stack storage space at the Hillsdale Street location. The two Saskatchewan Archives staff members previously employed in the City of Regina Archives were re-assigned to other duties and responsibilities within the organization.



Fig. 3. Saskatchewan Archives' architectural drawings newly re-housed in pigeon-hole shelving freed up by the removal of the City of Regina Archives records from the board's premises.

Renewal of the Saskatchewan Archives

During the period under review the Saskatchewan Archives continued to implement its strategic plan. Because of a \$600,000 reduction in provincial funding, however, the agency could not make as significant an impact in reducing the extensive backlog of unprocessed records. The original plan as set out by Treasury Board the previous year had been to eliminate the backlog in six years at a cost of \$1M per year.

Despite this major setback in implementing its strategic plan and tackling "the most urgent operational issue" facing it, the Saskatchewan Archives continued to work on other stated objectives using existing resources. The following initiatives were of particular note:

- continuing to implement descriptive standards across the institution;
- reviewing *The Archives Act* and preparing drafting instructions for possible legislative changes; and
- placing greater emphasis on preservation management within the institution.

Throughout the course of the year the Provincial Archivist and Don Herperger, the Director of Government Records, worked with Cabinet Planning officials preparing a Cabinet Decision Item recommending enhancing the role of the Saskatchewan Archives in managing government information.

Management of Government Information

The increasing volume and complexity of information created by the Government of Saskatchewan provides numerous challenges for those responsible for its management. In carrying out this central agency function, the Saskatchewan Archives works closely with departments, agencies, boards, commissions and crown corporations to improve the accountability and efficiency of the processes for the creation and management of information.

The primary tool used in identifying and defining records and in determining how long each type of record must be retained to meet administrative, fiscal and legal requirements is the records retention and disposal schedule. The schedule integrates a record classification system and retention and disposal procedure into one process. The result promotes greater accountability for information as required under Freedom of Information and Protection of Privacy legislation. At the same time, it ensures greater efficiency and economy which is so important to the overall government strategy of reducing administrative costs.

In 1993 the Legislative Assembly approved the Saskatchewan Administrative Records System (SARS) which provides an authority for the classification, retention and disposal of administrative records common to all government institutions. A section relating to the classification and disposition of electronic information systems and technology was added

three years later. A complete review of SARS, started in 2001, was completed in early 2003. This work was coordinated by archivist Trina Gillis with input from Adrienne Cottrell, Anna Sloszek and Lenora Toth. The revision was a complex process involving extensive research, consultation, surveys and studies of various records management issues as well as administrative processes followed in government. A user survey was sent out asking for client feed back regarding the format of SARS, frequency of use, and possible improvements to the system. An interdepartmental committee was then established to further explore the issues raised by the survey. As a result of the review process a number of changes were made to the system. These changes include a new user friendly format as well as the deletion of primaries and secondaries that are no longer relevant and the addition of primaries as needed to reflect the changing work environment and requirements of departments.

It was determined during the SARS review process that the administrative records of Crown Corporations are sufficiently different from those of executive government to warrant a separate administrative records management system. The revised Administrative Records Management System (ARMS) for departments, boards, agencies and commissions is scheduled to be reviewed by the Public Documents Committee (PDC) in April 2003. It is expected that the Administrative Records Management System for Crown Corporations should be ready for submission to the PDC before the end of 2003/2004 fiscal year.



Fig. 4. Government officials appearing before the Public Documents Committee which is responsible for revising records schedules, Spring 2002.

In addition to the revision of SARS, Government Records branch archivists continued to work with government departments, boards and agencies on the development of Operational Record Systems (ORS). The following government institutions had ORS approved by the Public Documents Committee in the spring of 2002:

- Saskatchewan Learning – Post-Secondary Division;
- Saskatchewan Grain Corporation;
- Government Relations and Aboriginal Affairs – Office of French Language Coordination; and
- Saskatchewan Environment and Resource Management, Fish and Wildlife Branch and Policy and Legislation Unit.

As well, an Order-in-Council relating to records no longer created by the Provincial Library was approved.

Staff assisted in the development of ORS for certain sections of the departments of Industry and Resources and Agriculture, Food and Rural Revitalization. The process of ORS development was also started in various branches of a number of other departments including: Saskatchewan Property Management Corporation, Culture Youth and Recreation, Environment and Resource Management, SLAST, Justice, Information Services Corporation and SaskEnergy.

Government Records Branch archivists consult with and advise government employees on a wide range of records management issues. In response to a continuing demand for information relating to the classification and disposition of government records, staff conducted more than 140 training and consultation sessions involving some 70 branches and more than 200 government employees. As well, various non-executive government clients, including health districts and local governments requested and received assistance with records management issues. Of particular significance in 2002/2003 was the impact of amendments to the *Rural Municipality Act* and *Urban Municipality Act* on records management in municipalities. Representatives from SARM and SUMA, with the assistance of the Government Records Branch staff, are currently developing a comprehensive and up-to-date retention schedule for the records of rural municipalities and towns. The schedule will assist rural municipalities and towns in meeting their records management responsibilities as set out in legislation as well as designating those records of archival significance.

The management of electronic records, in particular the volume and disposition of e-mail, has become a pressing issue for the Government of Saskatchewan. In response to this issue Government Records Branch staff participated on an interdepartmental Records Management Committee initiated by the Information Technology Office. The committee is currently reviewing an e-mail policy for executive government drafted by Archives staff.

To further develop staff expertise in relation to the management of electronic records the Branch acquired an electronic records management system. This system will allow staff to gain practical experience with electronic records management (ERM) issues and systems and further develop the skills necessary for training and educational activities.

In addition to developing and implementing records systems, archivists reviewed records disposal requests to determine eligibility for destruction or transfer to the Archives. In 2002/2003, 616 disposal requests were reviewed by staff. In total, 3133 linear metres of record were authorized for destruction. From creation to disposal, the entire records scheduling and appraisal process insures that records which have continuing value are retained and that records which no longer possess administrative, legal or fiscal value are destroyed. As a result, the Saskatchewan Archives saved the Government of Saskatchewan thousands of dollars in storage costs while at the same time maintaining accountability for information. Unfortunately, while the disposal request review process has been maintained, budget shortfalls have resulted in the archival appraisal unit being understaffed for the past two years. Vacancy management has resulted in a considerable backlog of appraisals. Currently, 1436 metres of records are awaiting appraisal.

Collection Development and Management

During the period under review the following significant acquisitions of public and private records were transferred or donated to the Saskatchewan Archives:

- Department of Corrections and Public Safety, Pine Grove Correctional Centre, 1930 – 1972. The records consist of prisoner registers and Matrons report books originating from the Battleford Women's Jail.
- Department of Health, Air Ambulance Service, 1946 – 1947. This accession consists of two original daily log books, compiled by Ms. Mabel Gleadow, the first nurse employed by the Saskatchewan Air Ambulance Service.
- South Saskatchewan Hospital Centre, 1975 – 1988. These records include Board of Governors Meetings, reports of the Executive Director and the Chairman of the Medical Advisory Committee, planning and construction reports of the SSHC, various committee minutes, etc.
- Crown Investments Corporation, 1955 – 1992. Records relating to PAPCO covering a wide array of issues including financial negotiations, analysis and reviews, studies, engineering reports, master agreements, aboriginal land claims, etc. Also included is subject matter dealing with the Saskatchewan provincial upgrader, Prince Albert pulp mill, the privatization of the Potash Corporation of Saskatchewan and the proposed privatization of SGI and SaskEnergy.

- Municipal Affairs, Culture and Housing, Royal Saskatchewan Museum, 1913 – 1987. Included in this accession is material regarding the original specifications and contracts for the building of the Royal Saskatchewan Museum and guest and attendance book registers.
- Department of Health, District Support Branch, 1991 – 1994. Originating from a variety of health districts, health boards and hospitals, this material addresses issues associated with the re-organization and amalgamation of health districts within Saskatchewan.
- Department of Northern Saskatchewan, 1971 – 1987. This accession consists of one hundred and twenty three taped interviews conducted by Ms. Helga Reydon, an employee of the department. Tapes were aired on the Prince Albert radio station CKBI and consist of Ms. Reydon interviewing long-time residents of Northern Saskatchewan about their experiences as trappers, hunters and fishers.
- Assiniboia Club Fonds, 1893 – 2001. Textual records and photographs. The club became the centre of all social activities in Regina's early days and continued to be one of the most prominent men's club's in Regina until the late 20th Century. Records include meeting minutes, financial ledgers, membership rolls, guest ledgers and ephemera.
- Robert Doucette Fonds, 1976 – 2002. Correspondence, briefs, reports, minutes, clippings, publications, research materials, posters, videotapes and audio tapes relating to Robert Doucette's personal life and to his active involvement in the Métis community in Saskatchewan and Canada.
- Flax Growers Western Canada Fonds, 1974 – 2002. Correspondence, financial records, membership lists, minutes, news releases, bylaws, newsletters and promotional material.
- Judy Junor Fonds, 1999 – 2000. Records created as Associate Minister for the Department of Health which includes correspondence, cabinet minutes and briefs, and portfolio working files.
- Bohdan Kazymyra Fonds, 1930 – 1992. Textual records and photographs relating broadly to the Ukrainian community in Canada, particularly in Saskatchewan and specifically to immigration and settlement on the Prairies and matters relating to the Ukrainian Catholic Church both nationally and regionally.
- Saskatchewan. Legislative Assembly Office. Hansard Office Series, 2001 – 2002. 834 hours of videotape and digital video disc of the Debates and Proceedings of the Second and Third Sessions of the Twenty-Fourth Legislature and the Standing Committee on Health Care.

Preservation Management and Accommodation

Efforts continued during the year to improve the Saskatchewan Archives' records storage facilities and ensure the long-term preservation management and security of the archival collection. This process included on-going endeavours to upgrade the records storage areas in both Regina and Saskatoon in keeping with the strategic plan. It also encompassed a variety of preservation management and conservation activities. These were directed at re-formatting or re-housing particular archival collections and the implementation of other measures to ensure the continued safety and security of the archival holdings.

Preserving Archival Records

During 2002/2003 the Saskatchewan Archives' core program areas, Backlog Project staff and administrative management engaged in a variety of activities to ensure the continued preservation management and security of the board's archival holdings. These activities included:

- Developing a Disaster Response Manual for the board's four Regina locations;
- Processing a large volume of Backlog Project records to a high conservation standard;
- Reformatting of selected records onto microfilm;
- Encapsulating a substantial volume and variety of maps, plans, architectural drawings and other fragile reference materials;
- Purchasing a datalogger to measure temperature and humidity levels in the collection storage areas; and
- Applying for external funding to update and expand the 1993 and 1997 conservation assessments of its holdings and facilities.

Some of the more salient of these activities are further described below.

Disaster Response Plan

In July of 2002 the Provincial Archivist set up a Disaster Contingency Planning Committee to undertake the preparation of a disaster response plan and manual to serve the needs of the four Regina locations of the Saskatchewan Archives. The intended purpose of this process was to codify emergency contact information, delineate disaster response leadership responsibilities and outline policies, procedures and initial preservation management responses to a variety of potential archival disasters in a succinct document.

Over the following months the committee conducted a wide-ranging review of the available disaster planning literature, completed risk assessments of the various facilities and reviewed a number of broader institutional preservation management and security issues. The committee also compiled a range of emergency response information, designated a Disaster Response Team and completed the drafting of a 58 page Disaster Response Manual scheduled for implementation early in the coming fiscal year. This document will help to secure employees, facilities, vital operational records, and our archival collections against preventable damage in the event of an unexpected disaster.

Preservation Management Activities at the Backlog Project

Photographic Materials and Architectural Drawings - Backlog Project staff processed large volumes of various types of archival records. The Graphic Materials Unit in Regina placed over 20,000 photographic prints into clear Mylar or polypropylene archival sleeves and acid free envelopes while Saskatoon staff re-housed over 300,000 photo negative strips into acid free sleeves. Over 1600 sets of architectural drawings and 280 presentation drawings were secured and boxed or stored flat in acid free map folders.

Textual Materials - Over 240 metres of textual records were re-housed in acid free file folders, paperclips and other large metal fasteners were removed and acidic and light sensitive materials were photocopied as required.

Sound and Moving Images - Over 80 hours of film and video and some 300 hours of audio tape were cleaned and repaired. Film reels were rewound at the proper tension and re-housed in chemically inert plastic storage cans. Preservation copies of audio materials were created on compact disc.

Encapsulation

Encapsulation of archival items in clear Mylar film offers an efficient and inexpensive means of protecting fragile or frequently used archival records. During the past year the designated Preservation Resource Coordinator, Cari Schwartz:

- Completed the encapsulation of a 56 sheet set of oversize 1913 Regina Goad Fire Insurance Plans;
- Encapsulated a large number of oversize 1917 Cummins Rural Directory maps;
- Undertook the encapsulation of a number of fragile early railway maps of Saskatchewan; and
- Carried out the encapsulation of a variety of other identified reference materials.

Preserving Records on Microfilm

With the cooperation of the Saskatchewan Weekly Newspapers Association, the Saskatchewan Legislative Library, and the many newspaper publishers who have entered into standard agreements necessitated by the new federal *Copyright Act* the Saskatchewan Archives microfilms most of the weeklies published in the province on an annual basis. Reformatting the originals to microfilm is first and foremost a conservation measure. It also makes the information contained in the newspapers more accessible for research purposes.

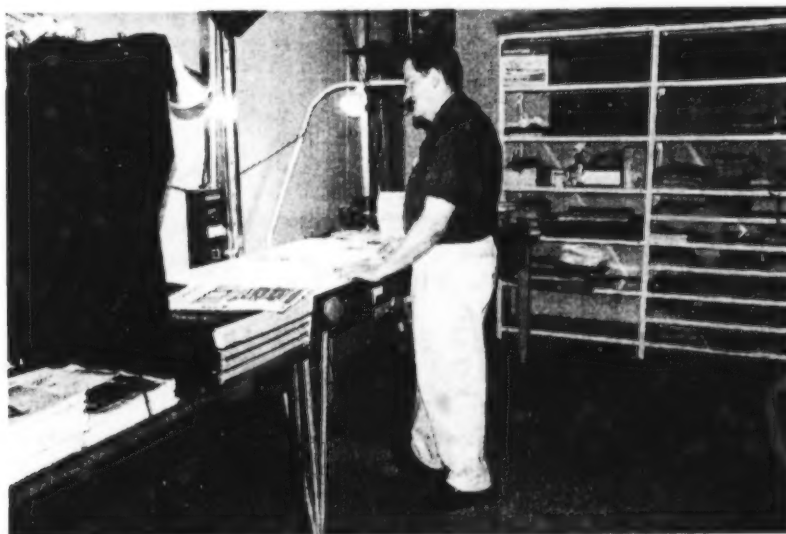


Fig. 5. Saskatchewan Archives staff member microfilming archival documents.

The National Library of Canada continued to purchase duplicates of almost all microfilmed newspapers produced by Saskatchewan Archives. Several local libraries also purchased microfilm copies of newspapers from the Archives. The revenue from these sales helps to offset the costs of the microfilm program.

In another smaller project, a government records series of homestead flats for patent, 1896-1906, was reformatting onto microfilm as a conservation measure. This work will continue in 2003/04 as time and resources permit.

Comparative Microfilm Statistics

	2001/02	2002/03
Microfilms produced for acquisition purposes		
• Newspapers	137 reels	112 reels
• Government records	0	15 reels
• Records from private sources	0	3 reels
Microfilm purchased/acquired for Archives collection		
• Newspapers	76 reels	70 reels
• Government records	0	11 reels
• Records from private sources	0	0
Microfilm produced/duplicated for in-house conservation		
• Newspapers	48 reels	25 reels
• Government records	0	29 reels
• Records from private sources	0	5 reels
Microfilm duplicated for outside agencies and individuals		
• Newspapers	164 reels	166 reels
• Government records	0	2 reels
• Records from private sources	14 reels	0

Records Storage, Environment and Security

In its strategic plan, the board endorsed a number of general accommodation objectives for the Saskatchewan Archives. They are as follows:

- To obtain sufficient space for the Saskatchewan Archives' collections and operations for present and future growth;
- To obtain accommodations which will provide safe and secure storage for collections, including the provision of appropriate environmental conditions and controls;
- To obtain accommodation which will provide the Saskatchewan Archives with improved visibility and which will allow the public access to the holdings of the Archives; and
- To obtain accommodation which will improve the efficiency and effectiveness of operations, including consolidation of staff to the minimum number of locations possible.

Using these objectives as a guide, management continued to explore options for addressing present and future accommodation needs.

In Regina, archival material continued to be stored offsite at Maxwell Crescent which does not meet approved accommodation objectives. Some records awaiting processing were temporarily stored at the Henderson Drive site which currently houses the Regina component of the Backlog Project. The firm of Alton Tangedal Architect Ltd. had been engaged by Saskatchewan Property Management Corporation (SPMC) and the Saskatchewan Archives to conduct a feasibility study comparing the potential of the two sites for future storage, records processing and preservation management requirements. Both sites have benefits and drawbacks. Once a decision has been made in consultation with SPMC, a proposal will be developed for submission to Treasury Board.

The removal of the City of Regina's archival records from the Board's premises in November of 2002 freed up over 950 linear metres of stack storage space at the Hillsdale Street location for the use of the Saskatchewan Archives' core programs.

At the 3303 Hillsdale Street site, problems are beginning to surface with the mechanical control equipment that maintains the environmental system for the records storage area. This equipment was installed in the early 1980s and twenty years later is starting to break down. Repairs are being made on a piecemeal basis, but an overall assessment of the state of the equipment and system is required. An overall security assessment of the facility is also necessitated by general concerns and the recent centralization of the computer server system on site.

In Saskatoon, the board is committed to delivering a high level of service while, at the same time, maximizing efficient use of resources there. Faced with financial instability over the past year, board and management have not actively pursued the archival centre concept with potential partners. What is known and remains firm among stakeholders and the citizens of Saskatoon and the North is the expressed desire that the Saskatchewan Archives continue to maintain a strong presence in that city.



Fig. 6. Unprocessed archival records in storage at 485 Maxwell Crescent, Regina.

Archival Arrangement and Description

For the first quarter of the fiscal year archival arrangement and description was limited as there was a temporary freeze on undertaking further description of archival records pending more advanced descriptive standards development. The lack of staff in the Private Records, Manuscripts and Architectural Drawings Section in Regina (50% of regular strength) and heavy staff involvement in descriptive standards development directly impacted on the quantity of records that could be arranged and described by staff in these core programs. The Sound and Moving Image Section processed a total of 1,057 hours of audio and moving image records. During the period under review the bulk of institutional arrangement and description in the organization was conducted by Backlog Project staff, with background support from the core programs.



Fig. 7. Staff member processing sound and moving image records.

Reducing the Records Processing Backlog

The Backlog Project which was launched in 2001/2002 as part of a six-year commitment on the part of the Government of Saskatchewan to reduce a large accumulated backlog of archival records experienced severe financial cut-backs in 2002/2003. This process led to a reduction in project staff from 22 to 13 over the course of the year. It also resulted in planning uncertainties, disruptions in descriptive activities and the curtailment of supplies purchases and other activities. Despite these impediments, however, project staff achieved a number of

significant intellectual accomplishments in addition to the arrangement and description of a large volume of records. Among these were:

- Implementation of a unique identifier system to capture all levels of archival description belonging to a particular fonds/series;
- Launching and use of customized templates in all work units of the Backlog Project for describing higher levels of fonds/series and related authorities;
- Development of an arrangement template to capture all arrangement decisions made in the course of processing records;
- Participation in the Saskatchewan Archival Information Network (SAIN) photo database project through the Saskatoon Backlog Office's launching of the first fonds descriptions with photo images;
- Development of criteria for government series assessment and revision of criteria for private records fonds assessment;
- Continued refinement and development of databases for item and file level description in all media;
- Ongoing development of a procedures manual;
- Active participation by Backlog Project archivists on Descriptive Standards Committee working groups and sub-committees.

Records Described (All media)

Over forty fonds and series were described during the fiscal year. Sixteen guides were released in late January 2003, with another seventeen guides sent to the Descriptive Standards Officer by the end of the fiscal year. These are scheduled for release in May 2003. Some of the fonds/series included:

Axel C. Petersen fonds
CFQC fonds
Cameron Family fonds*
Claybank Brick Plant fonds*
D. Grant Devine fonds
Dennis Gruending fonds
Dick and Ada Bird fonds
Eric Cline fonds
Estevan Brick Plant fonds*
Gordon Arnott fonds
Grant and Transfer Files series
Herb Robbins fonds*
Homestead Fiats for Patent series*
Human Rights Commission Complaint Files series*
Jack Dennis fonds*
Jean E. Murray fonds

Lorne Scott fonds*
 Louise M. Simard fonds
 Lumby Productions fonds
 Narcisse Omer Cote fonds*
 Ralph H. Cook fonds
 Regina Chamber of Commerce fonds*
 Robert W. Mitchell fonds*
 Saskatchewan History and Folklore Society fonds*
 SGL Office of the General Manager series
 Star-Phoenix fonds
 Town of Leader series*
 Vocational Rehabilitation of Disabled Persons Files series

*Denotes guide release to Reference Programme.

Records Processed: (By Media)

Saskatoon Office: (1 work unit)

Photographs (Star-Phoenix Project & Other Photographic Fonds):

18,946 'files' (files have an average of 15 items/file) 316,878 photographic images*
 6,806 clippings (approx. 1.5 metres of textual records) in photographic fonds

Textual Records: (Arranged and Described)

1.8 metres textual files 26,445 + correspondence index entries

Regina Office: (4 work units)

Photographs: 21,977 photographic images*

Architectural Drawings:** 1,629 sets (16,998 sheets)
 280 presentation drawings

Maps: 11 maps

Audio Recordings: 401 audio tapes (303 hours, 6 minutes)

Film & Video Recordings: 53 video tapes (37 hours 35 minutes)
 263 film reels (42 hours 29 minutes)

Textual Records: (Arranged and Described)

Government Records: 61.75 metres arranged 67.55 metres described

Private Records*:** 180.33 metres arranged 102.0 metres described

*Includes photographs, negatives, slides

**Includes architectural drawings, plans, engineering drawings

***Includes premier and ministerial records. Since the beginning of the fiscal year, a total of 165.95 metres of premiers' and ministerial records have been arranged and 74.35 metres have been described.

Implementing Descriptive Standards

In its strategic plan, the Saskatchewan Archives set a goal to make all archival holdings accessible through uniform description. During the past twelve months substantial progress has been made in achieving this goal. Progress has been largely possible through shifting existing internal budget and staff resources and securing outside financial assistance from the Canadian Council of Archives.

During the year under review, the top descriptive standards priorities were:

- creation of templates (in electronic format) for use by staff in describing records at the fonds and series level; and
- participation in the Saskatchewan Archival Information Network (SAIN) project.

These descriptive standards initiatives demanded a large commitment of staff time at all levels, but particularly from the Chief Archivists across the organization. One archival assistant position was seconded on a 50% basis to identify materials that could be to the Rules for Archival Description (RAD) format and posting these descriptions on the Saskatchewan Archival Information Network (SAIN) which is part of the wider Canadian Archival Information Network (CAIN).

Under the direction of the Descriptive Standards Officer, Dan Davies, and the Descriptive Standards Committee, internal fonds, series and authority templates were authorized for use by staff in the autumn of 2002. Hard copies of finding aids incorporating these templates and modified as "public views" were introduced into the reading room. As the templates were tested in practice, necessary revisions in design and procedures were identified and made. With teething problems solved, it is expected that the Descriptive Standards Officer will play a greater leadership role in interpreting guidelines, compiling policy and procedural decisions, creating and maintaining master files and generally ensuring practices are uniform across the institution.

The SAIN project was made possible through funding from the Department of Canadian Heritage through the Canadian Council of Archives (CCA). Despite a mid-year cut in funding, approximately 200 fonds level entries had been created and posted on the network by the end of the fiscal year. In addition, detailed finding aids in PDF format were hyper-linked to about 30 of them. These descriptive records are available for viewing on the internet (URL <http://lib74423.usask.ca/sain/>).

Generous CCA funding allowed for professional development opportunities for members of staff. Mr. Bob Krawczyk, formerly of the Archives of Ontario and a recognized expert in descriptive standards served as a mentor to the Descriptive Standards Officer. He visited Saskatchewan in April 2002 and kept in communication by telephone and e-mail. He returned

to Regina last October to conduct an advanced workshop on Rules for Archival description (RAD). Also, as part of this training initiative, the Descriptive Standards Officer and the newly appointed Information Technology (IT) Analyst, Chris Earing, travelled to Toronto and Ottawa in March 2003 to view descriptive standards practices and IT applications and structures at the Archives of Ontario and the National Archives of Canada. The Outreach Archivist employed by the Saskatchewan Council of Archives and Archivists also participated in these latter learning opportunities.

Reference Service and Outreach

The Saskatchewan Archives collection continues to be a popular resource for researchers, whether they are family and local historians, university scholars, or members of the media.

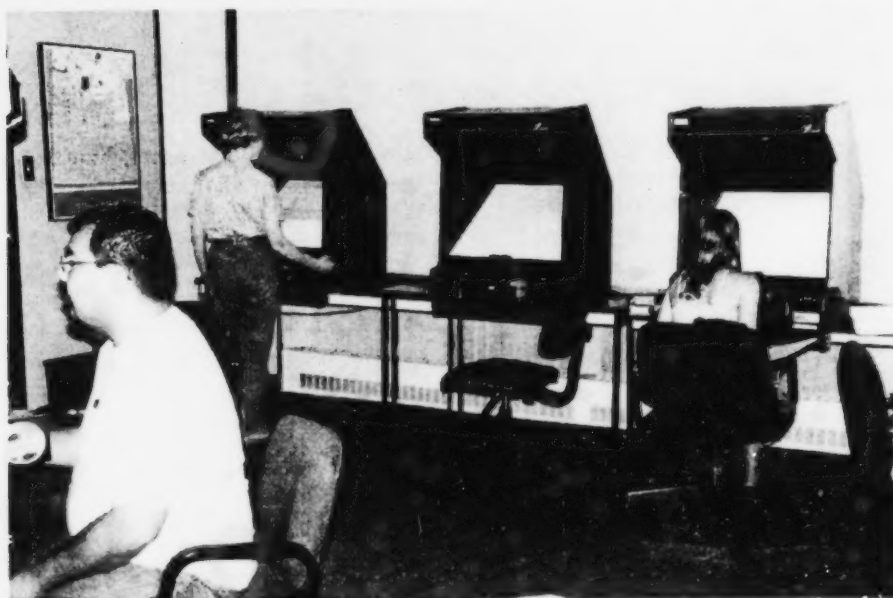


Fig. 8. Researchers consulting records on microfilm, a popular resource for family and local history.

Patron Use of Reference Services

	Regina		Saskatoon		Total	
	2001/02	2002/03	2001/02	2002/03	2001/02	2002/03
Personal visits	3,500	3,215	1,277	1,535	4,777	4,750*
Written enquiries (mail, fax & e-mail)	1,216	1,243	1,179	1,024	2,395	2,267
Telephone enquiries	1,738	1,669	635	686	2,373	2,355
Interlibrary loans of microfilm	67	53	31	35	98	98
Tours/presentations (# of participants)	224	658	93	88	317	746
TOTAL VISITS/CONTACTS	6,745	6,838	3,215	3,378	9,843	10,216

* General public, 69%; University, 28%; Saskatchewan Government, 3%

Documents retrieved for research (number of containers/items)	28,602	33,299	9,386	10,051	37,988	43,350
Items reproduced for research	25,739	30,906	22,321	20,262	48,059	51,168

Reaching out to the Community

Archival staff in both Regina and Saskatoon continued to participate in a number of community outreach activities during the year, speaking at a number of public events, hosting orientation and familiarization tours of our facilities and preparing public archival exhibits and displays during the year.

In addition to several in-house group tours to university classes and other interest groups, the Saskatchewan Archives hosted an open house, *Archives in Your Attic*, during Heritage Week in February. The event was organized by Chris Gebhard and Cari Schwartz. The public was invited to bring in their personal archival "treasures" (family papers, scrap books, diaries, journals, letters, photographs) and have them appraised for their historical and archival value. Limited monetary appraisals were also given by, Richard Spafford, a local book dealer. A professional conservator, Brenda Smith, was on hand to provide conservation advice. Several tours of the facilities were given by senior archivists. Coffee and refreshments were provided on

the third floor along with two screenings of the 1955 film *Face of Saskatchewan*. The Saskatoon Reference staff created a display for the 100th anniversary of the arrival of the Barr Colonists in Saskatchewan, which was launched at the Saskatoon Heritage Festival on February 9th.



Fig. 9. Saskatchewan Archives staff appraising documents brought to the archives during the February 2003, *Archives in Your Attic*, open house.

Another major exhibit, developed by Regina Reference staff at the request of the Saskatchewan Government Protocol Office, commemorated the Golden Jubilee of Queen Elizabeth II's accession to the throne. It was on display at the Legislative Building in May-June, at Government House and at Regina's Buffalo Days in July-August 2002.

Several outside presentations to various groups were made as well, including the Association of Records Managers and Administrators (ARMA), Saskatchewan Chapter, the International Genealogical Conference in Regina, the Audio-Visual Heritage Meeting in Toronto (all by Chris Gehbard), the Saskatchewan Land Surveyors Association, the Regina and District Old Timers Association (both by Tim Novak), Ukrainian Women's Association, Daughters of Ukraine Branch, Regina (by Kathy Burianyk), and two workshops in Regina and Saskatoon for local historians sponsored by Friesen Publishers (by Nadine Charabin and Cari Schwartz).

Maintaining the Saskatchewan Archives Website (www.saskarchives.com)

The Saskatchewan Archives website was launched in April 2001. As the 2002/2003 statistics testify, the website continued to offer a very effective and efficient way of communicating with the public and government departments which use the resources or advisory services of the Saskatchewan Archives on a regular basis. The website is a "work in progress" which will grow and change as the institution moves forward. Plans for the future include the posting of descriptive entries and more detailed finding aids on the site.

Website Statistics

<u>Time Period</u>	<u>Total Hits</u>	<u>Pages Viewed</u>	<u>Total Estimated Users</u>
Apr-Jun 2002	197,791	27,043	6,586
Jul-Sep 2002	346,047	43,390	6,613
Oct-Dec 2002	370,183	49,985	13,653
Jan-Mar 2003	519,072	63,334	16,366

These numbers show a steady growth in quarterly usage through the fiscal year with a very substantial increase in all categories in the January-March 2003 period. Quarterly website statistics reports indicate that some 58 per cent of the site's identified user traffic originated in Canada while approximately 27 per cent was from Saskatchewan. A further 27 per cent of the Canadian traffic came from British Columbia, Alberta, Manitoba and Ontario, with the largest volumes from Alberta and Ontario. The largest non-Canadian usage originated in the United States, which constituted nearly seven per cent of the total site traffic. The site was also accessed by numerous users from many parts of Europe, Australia, New Zealand and Asia. These statistics demonstrate that the website was a very useful tool for promoting the institution and its holdings to a wide researcher public.

Access, Privacy & Legislative Compliance

In documenting Saskatchewan's past, the Saskatchewan Archives acquires and preserves records from public and private sources which may contain personal information. Such information collected by government, private organizations and individuals in the course of conducting business can be found in different types of records throughout the permanent collection.

It is the Saskatchewan Archives' mandate to provide the public with equitable access to information. At the same time, the institution must follow statutory obligations ensuring the privacy of the individual. This delicate balancing act has always been there, but increasingly the task of making information available is more complex and time-consuming. With the enactment of access and privacy legislation, archivists have had to spend more and more time reviewing files before they are made available to researchers. Balancing the right of the public

to know with the privacy of the individual requires a commitment of resources. Halfway through the fiscal year, executive management re-assigned a senior member of staff, Janet Harvey, to prepare for the creation of a permanent position dedicated to addressing access, privacy and legislative compliance issues facing the organization. As Privacy and Access Archivist, she has been identifying and assessing the work that must be done in this area as well as responding to the individual access to information requests.

This move was timely. Towards the end of the fiscal year, the Government of Saskatchewan announced its privacy initiative which calls for an overarching privacy framework for executive government. The strategy is to use existing access and privacy legislation as a starting point for building the necessary framework. Because of the role the agency already plays in managing government information, the Saskatchewan Archives has been asked to participate with the Public Service Commission in the development and implementation of education and training sessions for senior managers across government.

During the period under review, the Saskatchewan Archives received and handled 20 access requests to restricted government records. Each request was different in the volume of records requested and the complexity of the issues raised by the request. Researchers making the access requests included academic writers, graduate students, genealogists, film makers and legal researchers.

Challenges facing the Saskatchewan Archives with respect to access and privacy seem to mount day by day. The impending proclamation of *The Health Information Protection Act* is of particular concern. It will impose restrictions on all health information about identified individuals which may be found throughout the permanent collection. These restrictions will be applied retroactively to private records as well as government records. The task for the archivist will be to identify all records which contain personal health information and ensure such information is not disclosed.

Reviewing records for which the time restrictions for access have expired is another challenge. The Saskatchewan Archives has a large volume of records from government which were restricted by Freedom of Information (FOI) legislation when received because they were less than 25 years old. Similarly donors through written agreements placed access restrictions on private records. Upon expiry of access provisions, such public and private records would normally be opened for research. To meet legal requirements, the archivist must now screen all records for personal information and, if found, must decide whether to extend the restriction for a longer period of time. Delays in opening records and granting access to information will inevitably result, but in assigning an individual to conduct such reviews the Saskatchewan Archives hopes to keep the waiting time to a minimum.

Information Technology

This fiscal year was marked by substantial changes in the policy direction, systems infrastructure, and staffing of the Saskatchewan Archives' IT program which provides computer services to over 40 staff located at five sites in Regina and Saskatoon .

In August 2002 CGI, an information technology provider, conducted a network architecture review for Saskatchewan Archives, provided an assessment of network viability, and made recommendations for improvement. One of the key recommendations was that the Saskatchewan Archives' wide area network be reconfigured to operate on a Citrix mainframe. Saskatchewan Archives then embarked on an RFP process in the autumn, culminating in the award of the network reconfiguration project to Technology Management Corporation (TMC) in January 2003. The network infrastructure was officially switched over to the Citrix mainframe on March 17th.

The Information Technology Analyst position was vacant for 10 months from the commencement of this fiscal year, while executive management conducted a review of the IT program. This process resulted in Mr. Chris Earing joining the staff in this capacity in February to assist in further IT planning and development. Backup help desk and network administration support services are now provided through a contract with TMC, Saskatoon and Regina.

The Information Technology Analyst serves as both the network administrator and front-line software help desk support for the entire organization. His duties include:

- Configuring, deploying and upgrading work stations;
- Managing the information technology inventory;
- Trouble-shooting hardware and software problems;
- Researching and recommending the purchase of new hardware and software;
- Providing basic training on software applications; and
- Advising staff on database design and other technical issues.

These measures have resulted in a centralization and consolidation of the Archives IT system resources in a single Regina location with anticipated improvements in operability, functionality and client services.

Saskatchewan History

This highly acclaimed journal offers its readership a variety of articles, reprints of documents and book reviews reflecting the most recent historical research and writing on provincial history. The journal first appeared in 1948 and has earned a reputation for excellence, receiving awards in 1962 from the American Association for State and Local History and in 1979 from the Canadian Historical Association.

Saskatchewan History continues its reputation as a well-respected journal with a careful mix of heritage news, original scholarly and popular articles, and reviews of new books and audio-visual productions related to the history of the province. The front cover and layout were redesigned this year to keep the look of the publication contemporary and appealing. To assist in this work Quark software was purchased for the use of the editor.

Some of the more notable articles published this fiscal year were:

- "Breaking the Mould: A Historiographical Review of Saskatchewan Women's History, 1880-1930" by Erin Millions (Fall 2002);
- "Muscular Saskatchewan: Provincial Self-Identity in the 1920s" by James Pitsula (Fall 2002);
- "Who was George White?" by Carl A. Krause (Spring 2002); and
- "Economic Control versus Academic Freedom: Ross Thatcher and the University of Saskatchewan, Regina Campus" by Roberta Lexier (Fall 2002)

To produce a quality publication twice a year requires considerable dedication and effort by a number of volunteers and staff. The following members of the *Saskatchewan History* Advisory Board oversee the journal's direction and operation:

Mr. George Hoffman, Sessional Lecturer, Department of History, University of Regina (Chair);

Prof. William Brennan, Department of History, University of Regina;

Prof. Keith Carlson, Department of History, University of Saskatchewan;

Prof. Howard Leeson, Department of Political Science, University of Regina;

Ms. Ruth Millar, Head, Local History Room, Saskatoon Public Library;

Mrs. Patricia Wagner, representing Saskatchewan History and Folklore Society;

Mr. Bruce Dawson, Editor;

Mr. D'Arcy Hinde, General Manager;

Ms. Nadine Charabin, Administrative Officer; and

Mrs. Ilene Youchezin, Administrative Assistant.

Saskatchewan History Sales and Circulation

	as at March 2002	as at March 2003
Paid subscriptions		
• General	263	284
• Libraries	120	125
• Schools	18	15
• Gifts	24	30
TOTAL	425	454
Exchange & complimentary	56	49
Distributed to staff, authors, reviewers, the editor, and bookstores (on consignment)	91	139
TOTAL CIRCULATION	572	642

SASKATCHEWAN ARCHIVES BOARD

Financial Statements

For the year ended March 31, 2003



SASKATCHEWAN

Provincial Auditor Saskatchewan

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AUDITOR'S REPORT

To the Members of the Legislative Assembly of Saskatchewan

I have audited the statement of financial position of the Saskatchewan Archives Board as at March 31, 2003 and the statements of operations and net financial assets, and cash flows for the year then ended. The Board's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Saskatchewan Archives Board as at March 31, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Regina, Saskatchewan
May 30, 2003

Fred Wendel, CMA, CA
Provincial Auditor

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF FINANCIAL POSITION
As at March 31

	<u>2003</u>	<u>2002</u>
Financial Assets:		
Due from the University of Saskatchewan (Note 4)	\$ 150,240	\$ 497,640
Due from General Revenue Fund (Note 5)	192,809	-
Grant receivable - General Revenue Fund	25,000	-
Accounts receivable	3,521	3,433
Prepaid expenses	<u>7,534</u>	<u>7,725</u>
	379,104	508,798
Investments (Note 4 and 6)	<u>64,292</u>	<u>69,831</u>
	<u>443,396</u>	<u>578,629</u>
Liabilities:		
Accounts payable	106,731	200,645
Accrued vacation pay	63,643	63,175
Accrued salary and benefits	<u>145,261</u>	<u>-</u>
	315,635	263,820
Net financial assets (Statement 2)	<u><u>\$ 127,761</u></u>	<u><u>\$ 314,809</u></u>
Investment in tangible capital assets (Note 3)	<u><u>\$ 195,304</u></u>	<u><u>\$ 251,899</u></u>

(See accompanying notes to the financial statements)

Statement 2

SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF OPERATIONS AND NET FINANCIAL ASSETS
For the year Ended March 31

	Budget 2003 (Note 10)	Actual 2003	Actual 2002
Revenue:			
Grants - General Revenue Fund	\$ 3,041,000	\$ 3,041,000	\$ 3,267,000
Other	40,418	40,539	50,944
	<u>3,081,418</u>	<u>3,081,539</u>	<u>3,317,944</u>
Services	59,000	59,298	101,605
Photocopy sales	42,000	39,725	39,029
Magazine sales	8,000	11,498	15,665
Investment income / (loss)	3,300	(5,539)	3,748
Miscellaneous	2,000	1,502	2,020
	<u>3,195,718</u>	<u>3,188,023</u>	<u>3,480,011</u>
Expenditures:			
Salaries and benefits	2,492,589	2,424,724	2,300,646
Administrative services	845,825	852,438	797,700
Printing and postage	34,850	33,236	36,530
Tangible capital assets	48,700	12,514	176,665
Materials & supplies	35,900	52,159	82,390
	<u>3,457,864</u>	<u>3,375,071</u>	<u>3,393,931</u>
(Deficit)/Surplus for the year	<u>\$ (262,146)</u>	(187,048)	86,080
Net financial assets, beginning of year		<u>314,809</u>	<u>228,729</u>
Net financial assets, end of year - to Statement 1		<u>\$ 127,761</u>	<u>\$ 314,809</u>

(See accompanying notes to the financial statements)

Statement 3

**SASKATCHEWAN ARCHIVES BOARD
STATEMENT OF CASH FLOWS
For the Year Ended March 31**

	<u>2003</u>	<u>2002</u>
Cash flows from operating activities:		
(Deficit)/Surplus for the year	\$ (187,048)	\$ 86,080
Unrealized investment loss	5,539	-
Change in net financial assets:		
(Increase) due from General Revenue Fund	(192,809)	-
(Increase) in accounts receivable	(88)	(732)
(Increase) in grants receivable	(25,000)	-
Decrease in prepaid expenses	191	7,548
Increase in accrued vacation pay	468	18,928
(Decrease)/increase in accounts payable	(93,914)	132,178
(Decrease) in deferred revenue	-	(22,372)
Increase in salary and benefits payable	<u>145,261</u>	<u>-</u>
	(347,400)	221,630
Cash flows from investing activities		
Net increase in investments	<u>-</u>	<u>(848)</u>
Net increase (decrease) in due from University of Saskatchewan	(347,400)	220,782
Due from the University of Saskatchewan, beginning of year	<u>497,640</u>	<u>276,858</u>
Due from the University of Saskatchewan, end of year	<u>\$ 150,240</u>	<u>\$ 497,640</u>

(See accompanying notes to the financial statements)

**SASKATCHEWAN ARCHIVES BOARD
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2003**

1. Authority

The Saskatchewan Archives Board was established under the authority of *The Archives Act* for the purpose of acquiring and preserving historical documents relating to the history of Saskatchewan and providing these documents to the public for research purposes.

2. Accounting Policies

The financial statements are prepared using Canadian generally accepted accounting principles. The following accounting policies are significant.

a) Tangible Capital Assets

Tangible capital assets are charged to expenditure when purchased rather than when consumed. For accountability purposes, these assets are also recorded separately as an investment in tangible capital assets. The unconsumed cost of the physical assets is the cost of the tangible capital assets less amortization provided over the estimated useful life of the assets on a straight-line basis as follows:

Computer hardware	3 years
Computer software	3 years
Equipment	5 years
Furniture	5 - 20 years

This amortization procedure does not impact the statement of operations and net financial assets.

The Board has placed a nil value on the permanent collection of archival materials for financial statement purposes.

The cost of materials used to preserve the archival collection is included in expenditures.

b) Expenditures

Expenditures are recorded on the accrual basis and include the costs of tangible capital assets acquired during the year.

c) Investments

Investments are comprised of units in a pooled fund held by the University of Saskatchewan. Units in the pooled fund are valued at market and any increase/decrease in the value of the fund is accounted for in the statement of operations and net financial assets as investment income.

3. **Tangible Capital Assets**

	2003		2002	
	Office Furniture & Equipment	Computer Hardware & Software	Total	Total
Cost, beginning of year	\$ 523,643	\$369,363	\$893,006	\$725,433
Additions	8,710	3,804	12,514	176,665
Disposals	(441)	-	(441)	(9,092)
Cost, end of year	<u>531,912</u>	<u>373,167</u>	<u>905,079</u>	<u>893,006</u>
Accumulated amortization, beginning of year	333,605	307,502	641,107	570,116
Amortization in year	31,482	37,627	69,109	80,252
Disposals	(441)	-	(441)	(9,261)
Accumulated amortization, end of year	<u>364,646</u>	<u>345,129</u>	<u>709,775</u>	<u>641,107</u>
Net book value of tangible capital assets	<u>\$ 167,266</u>	<u>\$ 28,038</u>	<u>\$195,304</u>	<u>\$251,899</u>

4. **Due from University of Saskatchewan**

The University administers cash and investments on behalf of the Board. The University pays the Board only for the money related to investments. The Saskatchewan Archives Board is not charged for interest on overdraft.

5. **Due from General Revenue Fund**

The Board's bank account is included in the Consolidated Offset Bank Concentration arrangement for the Government of Saskatchewan. During the year, the General Revenue Fund did not pay interest on the Board's bank account.

6. **Evelyn Eager Estate Fund**

In July 1992, the Saskatchewan Archives Board received a bequest of \$40,000. It received an additional \$7,371 in September 1994. The \$47,371 is restricted indefinitely with the interest earned applied to the costs of publishing the Saskatchewan History magazine. The Board has the discretion to use the income for other purposes if the Board ceases publication of the magazine.

7. Related Party Transactions

These financial statements include transactions with related parties. The Board is related to all Saskatchewan Crown agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the Board is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Administrative services are provided at a nominal charge to the Board by the University of Saskatchewan and the University of Regina.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms. Included in administrative services are amounts paid to the Saskatchewan Property Management Corporation for office space the Board leases in Regina. Lease payments were \$609,449 (2002 - \$581,266).

In addition, the Board pays Provincial Sales Tax to the Saskatchewan Department of Finance on all its taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

Other transactions with related parties and amounts due to/from them are described separately in the financial statements and the notes thereto.

8. Pension Plan

Substantially all of the Board's employees participate in the Public Employees Pension Plan (a related party) which is a defined contribution plan. The Board's financial obligation to the plan is limited to making required payments to match amounts contributed by employees for current services. Included in salaries and benefits is pension expense for the year of \$126,069 (2002 - \$113,173).

9. Financial Instruments

The Board's financial instruments include due from the University of Saskatchewan, accounts receivable, investments, accrued vacation pay and accounts payable. The carrying amount of these instruments approximate fair value due to their immediate or short-term maturity. These instruments do not have significant interest or credit risk.

10. Budget

These amounts are included in the annual budget approved by the Saskatchewan Archives Board.

Additional Supplementary Information

2002/2003

PERSONAL SERVICES

Listed are individuals (excluding unionized employees) who received payments for salaries, wages and honorariums, etc. which total \$2,500 or more.

Powell, Trevor J.D.	\$ 83,619
Hande, D'Arcy K.	\$ 73,017
Herperger, Don	\$ 78,758
Angel, Victor	\$ 2,745
Krawczyk, Bob	\$ 5,831
Unionized employees	\$ 1,797,341

2002/2003

SUPPLIER PAYMENTS

Listed are payees who received \$20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, and equipment.

Saskatchewan Property Management Corporation	\$ 639,032
Saskatchewan Telephone	\$ 41,559
Technology Management Corporation	\$ 80,989
Payees under \$20,000	\$ 244,189

